



CHRISTCHURCH BOYS' HIGH SCHOOL

ACTION POINTS FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 3.30 PM
ON TUESDAY 27 JUNE 2006
IN THE LIBRARY CLASSROOM AT THE SCHOOL

By Who	Action	Reference	Due
Headmaster	Budget Breakdown IT Plan Specific targets re International Students Professional Development Committee Plan	Matters arising	In progress
Chairperson Resources Committee	Decision on Property Funding Seven Year Cycle	Matters arising	25 July 2006
Chairperson Audit Committee	Curriculum Reporting – attendance at July's management meeting of the School's Curriculum Committee	Matters arising	July 2006
All members & Secretary	Change of time and dates for Resources Committee and Board of Trustees – notify all members and CES	6.1	ASAP
Chairperson	Newsletter to staff	6.2	Beginning Term 3
Chairperson Audit Committee	Arrange staff feedback survey on behalf of the Board as soon as practicable	6.2	ASAP
Chairperson Audit Committee	Follow up with the Cashmere Board of Trustees about the approach they take with curriculum reporting	7.2	7 August 2006
Chairperson	Obtain a sample version of a Reporting to the Board policy from the School Trustees Association	7.4	7 August 2006
Chairperson	Update Employer Responsibility Policy in the Governance Manual	8.1	7 August 2006
Chairperson Discipline Committee	Draft Discipline Committee Terms of Reference 2006 to be prepared and circulated during the month for discussion		7 August 2006



CHRISTCHURCH BOYS' HIGH SCHOOL
MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD AT 3.30 PM
ON TUESDAY 27 JUNE 2006
IN THE LIBRARY CLASSROOM AT THE SCHOOL

PRESENT Ms D Dawson (Chairperson), Mr A Gibbs, Mr T McIntyre (Headmaster),
Mr I McKenzie, Mr A Dean, Ms J Brady, Dr B Harding

IN ATTENDANCE Mrs B Ford (Secretary), Mr P McWilliam (Deputy Headmaster)

1. **APOLOGIES** Mr J McAuliffe

2. **SUSPENDED FROM THE ORDER PAPER**

Motion: Moved Chairperson

That the Order Paper for the meeting be adopted with the suspension of the following items:

- *Confirmation of Minutes*
- *Matters Arising*
- *Strategic Goals – No.4*
- *Board's Communication Plan*
- *Training Reports*
- *Headmaster's Report*
- *Public Excluded*

Carried

3. **MINUTES**

Correction: Page 5, Clause 9 Chairperson's Report – Action Chairperson.

That the minutes of the Board of Trustees meeting held on 30 May 2006, as amended, having been circulated, were approved as a true and correct record of that meeting.

4. **MATTERS ARISING**

Budget Breakdown IT Plan
Specific targets re International Students
Professional Development Committee Plan
The above three items are work in progress.

Property Funding Seven Year Cycle
Resources Committee is still to make a decision on this.

Curriculum Reporting
J Brady advised she would be attending the July management meeting of the School's Curriculum Committee.

Voting Paper for Representation on the National Council NZSTA
Paper had been forwarded.

5. STRATEGIC GOALS – No. 4 'EVERY BOY HAS A PLAN – CAREER AND LIFELONG LEARNING'

Careers Transition Department 2005 Report was circulated with the Agenda. The Headmaster tabled notes and samples of career surveys completed by all students. The Headmaster explained that from Year 10 Designing Careers was part of Social Studies teaching. At the beginning of each year information is updated by a questionnaire. The questionnaire allows students to state their preferred choice of careers. This is checked against subject choice to ensure that students are taking the appropriate subjects to meet their career choice. The surveys are monitored through a data base which allows for intervention if students change their career direction. The programme also includes contact with employers and developing links with tertiary providers. School/Business links are developed and progress is measured. The programme includes CV writing as a unit standard in Yr 11; and a Life Skills programme in Yr 12. Yr 12 and 13 students also have individual appointments. All students should leave School with a CV.

There has been funding for the last 2 years from the Ministry of Education to provide an hour of one-to-one with each Year 10 boy to start developing a CV and goal plan. This funding will cease at the end of 2006 and the School will need to decide if this is worthwhile and should be continued and supported by School funds.

The funding for Career development is not part of the curriculum funding, and funding needs to be provided through the budget. The school has 2.3 staff committed to career development which is a deliberate choice by the School and results in bigger classes overall.

The Chairperson questioned how the strategic career goal 'Every boy has a Plan' is supported throughout the whole school as a specific focus permeating through all subjects. The Headmaster explained that information is circulated to staff, parents, and students on career focus.

6. BOARD'S COMMUNICATION PLAN

The Calendar was attached for discussion.

6.1 Timing of Future Board Meetings

The close proximity between the Resource Committee meeting and the Board meeting caused difficulties in getting the financial information ready for the Board meeting.

It was agreed that the meeting dates and times be moved to:

- Resources – last Tuesday each month at 4pm. The next meeting to be **Tuesday 25 July at 4.00 pm.**
- Board of Trustees to be the first Monday of each month. The next meeting to be held on **Monday 7 August at 4.30pm.**

6.2 BOARD MEMBERS MEETING WITH STAFF

A number of Board members had met with staff the previous day for informal discussion. Some staff indicated they would like to have more opportunity to meet with Board members and gain a better understanding of the Board's views on a number of issues.

The Chairperson's view is that there would be benefit in holding forums with staff if these are around targeted topics. It was also noted that Board

documents such as Governance Manual, Minutes and Communication Plan were available on the website for staff to read.

It was agreed that the Chairperson will issue a follow-up newsletter for staff to see if there is support for further forums.

Action: Chairperson – Staff newsletter

It was agreed that the Audit Committee will issue a staff feedback survey on behalf of the Board as soon as practicable. This will be issued from the Board rather than the Headmaster as in previous years. The focus of the newsletter will be to test for the Board whether its responsibilities as an employer are being adequately met.

Action: Chairperson Audit Committee

7. TRAINING REPORTS

7.1 EDUCATION LAW

Dr Harding reported on the seminar he had attended on behalf of the Board. The seminar covered the following five points:

- First 10 pages of the Booklet on Governance and Management
- Suspensions and Exclusions – by Dean of Law, Auckland University
- School boards and quasi community activities
- Enrolment and Annulments
- Policies, procedures and by-laws

Dr Harding provided Board members with supporting notes and referred members to the web site on Cambridge High, and the Crown Entities Act. He also referred to the presentation from Patrick Walsh, Head of John-Paul College in Rotorua relating to policies.

7.2 SCHOOL TRUSTEES ASSOCIATION WORKSHOP – CURRICULUM & THE BOARD

J Brady reported on the meeting and the presentation by Lesley Moffat. The focus was on Boards' role in understanding and monitoring curriculum delivery. It touched on the curriculum framework and drew attention to changes to the framework. NZSTA had templates including one for curriculum reports to the Board. The Audit Committee intended to utilise that template and incorporate aspects of the ERO audit checklist to develop a reporting template. The workshop also emphasised the Boards' role in setting the strategic direction and the monitoring of curriculum deliver and student achievement.

Jo Brady, the Chairperson of the Audit Committee will also follow up with the Cashmere Board of Trustees about the approach they take with curriculum reporting, as carried over from last month.

Action: Chairperson Audit Committee

7.3 SCHOOL TRUSTEES ASSOCIATION - REPORTING SESSION

J Brady, the Chairperson of the Audit Committee, reported on the session that she and Ian McKenzie attended with Al Fore. The session covered Curriculum, reinforcing reporting to the Board and the need to show links with the School's annual goals, strategic goals, mission and vision. Once established the Audit Committee may only need to audit against one NAG per year. One option for the Health and Safety audit is to co-opt the auditor to the Board for the duration of the audit. It was agreed that the use of an external auditor was acceptable practice ensuring an objective and

professional perspective for the Board of the state of health and safety in the School Grant Eames from STA was recommended as a finance specialist who could assist with the audit of the School's financial practices. Al's recommendation is that performance appraisals are directly linked to the strategic goals, and suggested that the staff survey be organised and issued by the Audit Committee.

7.4 STA TRAINING – THE CHAIR/PRINCIPAL RELATIONSHIP

The Chairperson and Headmaster attended a session presented by Lesley Moffat. Items of interest for this Board included a *Reporting to the Board* policy; the need to ensure future/succession planning; a suggestion to show prospective Trustees the code of conduct before signing them up; the need to record the Board's current processes for future Trustees such as the Headmaster's appraisal and Board self review.

The Chairperson will seek a sample version of a Reporting to the Board policy.

Action: Chairperson

8. HEADMASTER'S REPORT

A written report had been circulated.

8.1 Secondary Employment Policy

A draft Employer Responsibility Policy was circulated with the agenda for discussion. The Board discussed the draft and confirmed an addition to the existing Board policy on Employer Responsibility to read as follows:

“The School supports entrepreneurship and innovation amongst its staff and respects the rights of staff to be involved in such ventures in their private life in their own time. The School shall have procedures to ensure their ability to perform in their School roles is not compromised by their involvement in any secondary employment.”

Motion: Moved Chairperson

“That the above the policy be adopted as amended above.”

Carried

Action: Chairperson

8.2 Staff Application for Leave

Motion: Moved T McIntyre Seconded B Harding

“That approval be granted to Phil Robson to apply for study leave of six months in 2007.”

Carried

8.3 Applications for Funding

The following applications were to be made:

Trust Charitable Foundation, \$1500 U15 Rugby Jackets

First Sovereign Trust, \$2000 Cricket clothing 2 teams to Australia

Caversham Foundation, \$3000 Travel to Dunedin Concert Band

Community First Foundation \$3000 Weights Room equipment

Bendigo Valley Sports & Charity, \$2000 Scrum Machine

Canterbury Foundation, \$2200 Accommodation & Transport to Ice Hockey in Dunedin

Eureka Trust, \$3000 Soccer Equipment

Motion: Moved T McIntyre Seconded I McKenzie
That the applications be approved.

Carried

9. CHAIRPERSON'S REPORT

The Chairperson's report had been circulated.

10. RESOURCES COMMITTEE

Minutes of the Resource Committee Meeting held on 20 June 2006 were circulated.

Motion: Moved Chairperson

"That P McWilliams (Deputy Headmaster) remain for the Public Excluded section of the meeting."

Carried

Motion: Moved Chairperson

That the public be excluded from the following proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution is as follows:-

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under Sections 48 (1) for the passing of this resolution
Discipline Matters	Good reason to withhold exists under Section 7	7 (2) (a) 48 (1) (a)

This resolution is made in reliance on Sections 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

For reasons of professional and legal privilege and to protect the privacy of natural persons.

Carried

ITEMS CARRIED OVER

- Draft Resources Committee Terms of Reference 2006
- Draft Audit Committee Terms of Reference 2006
- Draft Discipline Committee Terms of Reference 2006 to be prepared and circulated during the month for discussion.

Action: Chairperson Discipline Committee

The meeting closed at 5.50 pm.

NEXT MEETING MONDAY 7TH AUGUST 2006 AT 4.30PM

APPROVED7 AUGUST 2006

CHAIRPERSON